

Okaloosa Academy Charter School
INTERNET ACCEPTABLE USE POLICY

The Internet provides exciting opportunities to expand learning for students and educators. However, with this opportunity comes the responsibility for appropriate use; therefore, Okaloosa Academy Charter School has adopted the following Acceptable Use Policy and procedural guidelines for accessing and using the Internet.

OVERVIEW

The Internet is a world-wide telecommunications network which allows millions of computers to exchange information. Internet access at OACS is not provided as a public access service or as a public forum. Therefore, the school has the right to place reasonable restrictions on the material accessed or posted through the system. Users are also expected to follow the rules set forth in this agreement in the Code of Conduct and the law in their use of the Internet. Our goal in providing Internet access to teachers, staff and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of the school setting. There may be some material or individual communications that are not suitable for school-aged children. OACS firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may obtain material that is not consistent with the educational goals of the school.

OACS views information gathered from the Internet in the same manner as other, more traditional reference materials. Specifically, the school supports resources that will enhance the learning environment with directed guidance from the faculty and staff as a regular instructional activity. Although the use of our computer systems can be monitored, controlling all materials on a global network is impossible and an industrious user may perform inappropriate actions or discover inappropriate information.

DEFINITIONS

Computer virus - a piece of computer code that can replicate itself and cause the system to fail by using up memory, destroying programs, or otherwise damaging files or hardware on a computer.

Web Page Server - The computer (s) where Internet web pages are stored.

Download / Upload - Transferring information to and from your computer over a network or via modem. Download means to bring information to your computer. Upload means to send information from your computer to another computer.

Email - Short for electronic mail.

Internet - A loose confederation of networks around the world. The networks that make up the Internet are connected through several backbone networks. The Internet is specifically designed to have no central governing

authority or 'root' node.

On-line documents - Documents that are found on web pages and in files on the Internet.

Re-posting/Forwarding - To copy and send an article or information to other users or news groups that was sent to you by someone else. This includes sending copies of messages that someone else sends to you without their permission.

Software - The programs that computers operate.

Spam - Message sent or posted to a large number of people on the Internet with no concern about whether the people wish to get the message.

EDUCATIONAL PURPOSES

1. All students will have access to Internet information resources through their classroom, library, or school computer lab.
2. The user and their parent must sign the permission form before being granted access to the Internet through school resources. Internet access can be withdrawn at any time by either a member of the school's staff or the student's parent.
3. Any student-produced web pages must be approved by the principal or designee before being linked to or stored on any school web page server. All web pages hosted on school servers shall be approved by the Principal or designee. All student web pages must relate to the specific school, educational, and/or career informational activities and should follow appropriate OACS web page construction guidelines.

ACCEPTABLE USES

1. All Internet facilities are to be used in a responsible, efficient, ethical, and legal manner during the hours approved by the school principal. Users must acknowledge their understanding of this policy and the procedural guidelines as a condition of using the Internet.
2. Acceptable uses of the Internet are activities which support learning, collaborative work, and teaching. Students are encouraged to develop uses that meet their individual needs and that take advantage of the Internet's primary functions: communication, education, information storage and retrieval. While another function of the Internet is entertainment and limited self-discovery, these are not aspects that we encourage students to participate in while at school. Playing on-line games or accessing chat rooms or other Internet resources that have little learning potential are prohibited.
3. Students and teachers are particularly encouraged to share in the development of on-line learning activities that can be placed on our school server and made available and shared by all learners.
4. OACS cannot assure the rights of privacy on school

computer systems. Parents have the right at any time to request to see the contents of their student's computer files.

5. Failure to adhere to this policy and these procedural guidelines may result in the suspension or revocation of the offender's privilege of access to the Internet or in other disciplinary actions.

UNACCEPTABLE USES

Unacceptable uses of the Internet include but are not limited to the following:

1. Violating the conditions of the Code of Conduct especially those dealing with students' rights to privacy.
2. Attempting any unauthorized access to any computer system.
3. Downloading inappropriate materials, i.e. files, graphics, sound clips, and/or movies.
4. Re-posting personal communications without the author's prior consent.
5. Copying commercial software in violation of copyright law or other copyright protected material.
6. Using the network for financial gain or for any commercial or illegal activity.
7. Installing or storing any software on any OACS computer without the permission of the teacher or staff member responsible for the computer.
8. Making or attempting to make any changes in any configuration, password, or program on any computer or computer system without permission.
9. Using any OACS computer without permission of the teacher or staff member responsible for that computer.
10. Swearing, use of vulgarities or any other inappropriate language, pictures or gestures on the Internet in any form including written, graphic, voice phone, and real-time video applications.
- 11. Attempting any unauthorized access to any computer system is illegal and will be treated as such.**

MUTUAL RESPONSIBILITIES

1. Teachers or those assisting students are responsible for:
 - a. teaching proper techniques and standards for participation;
 - b. guiding student access to appropriate areas of the Internet;
 - c. assuring that students understand that if they misuse the Internet they will lose their Internet access privileges; and
 - d. monitoring related concerns including the issues of privacy, software piracy, copyright infringement, e-mail etiquette, and the approved and intended use of Internet resources.
2. School Administrators will:
 - a. take appropriate disciplinary measures when students misuse the Internet; and
 - b. insure their teachers receive the guidance and training needed to fulfill their responsibilities.
3. Parents will indemnify OACS against any damage that

is caused by the student's inappropriate use of the system.

LIMITATION OF LIABILITY

Okaloosa Academy Charter School makes no warranties of any kind, whether expressed or implied for the service it is providing. Okaloosa Academy Charter School will not be responsible for any damages a user may suffer, including loss of data. Okaloosa Academy Charter School will not be responsible for the accuracy or quality of information obtained through any school Internet connection.

PROCEDURAL GUIDELINES – EMAIL

Users should practice proper email behavior:

1. Do not reveal your personal address or phone numbers or those of students or colleagues.
2. Never agree to meet in person anyone you have met online. Attempts by others to meet you should be reported to your parents and to school officials, if it takes place through school-provided resources.
3. Always report any messages you receive that make you feel uncomfortable or are inappropriate to parents and/or school officials, if it takes place through OACS-provided resources.
4. Be polite. Do not be abusive in your messages to others.
5. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
6. Illegal activities are strictly forbidden.
7. OACS cannot assure the rights of privacy for email. People who operate the system can access email.
8. Messages relating to or in support of illegal activities may be reported to the authorities. Email produced in the scope of school work is public record.
9. Do not use computer resources in such a way that you disrupt the use of those resources or the network by other users.
10. All communications and information accessible via the network should be considered private property and should not be re-posted to others without permission from the author.
11. Posting chain letters or engaging in spamming is not permitted.

PROCEDURAL GUIDELINES - COMPUTER VIRUS PROTECTION

Users must avoid knowingly or inadvertently spreading computer viruses.

1. Do not download files from unknown sources.
2. Always download files to a computer that has adequate virus detection and protection installed.
3. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.



OACS Parent or Guardian Internet Responsibility Contract

As the parent or guardian of _____ I have read the terms and conditions of the Internet Acceptable Use Policy for Okaloosa Academy Charter School. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for OACS to restrict access to all controversial materials and I will not hold Okaloosa Academy Charter School or its employees responsible for materials acquired on the network/Internet.

Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission for my child to use the Internet and certify that the information contained on this form is correct.

Parent or Guardian (please print): _____

Signature: _____ Date: _____

Student Contract to use Okaloosa Academy Charter School Internet Connections

Please read the attached Acceptable Use Policy carefully before signing this document. This is a legally binding contract and must be signed before you will be given school access to the Internet.

___ 1. I will not type any form of profanity or inappropriate, rude or suggestive language; I will not view any inappropriate sites.

___ 2. I will not download any inappropriate materials.

The attached Acceptable Use Policy and guidelines have been established by the Board of Directors of Okaloosa Academy Charter School. If any user violates any of these provisions, his or her access to the Internet will be terminated and all future access could possibly be denied. The signature at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

My signature indicates that I have read these rules and agree to the conditions of the Internet Acceptable Use Policy for using the telecommunications system. I understand that my Internet privileges will be suspended if the rules are not strictly followed.

Student Signature: _____ Date: _____